

BUREAU OF OCCUPATIONAL LICENSES

**Owyhee Plaza
1109 Main Street, Suite 220
Boise, ID 83702**

REQUEST FOR OFFICIAL LICENSE CERTIFICATION

All requests for the official certification of a license must be in writing and include a \$10.00 fee. Verification of license status may be obtained on the web at www.ibol.idaho.gov. **In the case of requests for records exempt from third-party disclosure, requestors are required to provide identification in accordance with I. C. § 9-342. If the records you request pertain to you, and the record is otherwise exempt from public disclosure, you must sign this form and have your signature notarized.** By completing this form, details such as date and time received are documented in the event questions arise later. If the requested certification is not being picked up in person, the requestor must provide a mailing address. The information provided on this form will be used for internal administrative purposes only. Your cooperation in providing the requested information is appreciated.

Requestor Name: _____

Address: _____

Street/ PO Box

City

State

Zip

Phone number: _____ E-mail: _____

I hereby make request for an official certification of license # _____.

Please mail the certified document to (if different than above):

Name: _____

Address: _____

Street/ PO Box

City

State

Zip

AFFIDAVIT

I hereby certify that I am the holder of the license noted above and that by signing this form I am authorizing the Bureau of Occupational Licenses to certify to my licensure and release of information that is not public record to the person or entity noted above.

Signature: _____ Date: _____

State of _____, County of _____, ss.

Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public official signature
my commission expires _____

BOL Tracking Information

Request received _____ by _____ Receipt number: _____ Was payment required: ☐ Yes ☐ No
Date staff member

If yes, the amount of \$_____ was paid by: ☐ check ☐ MO ☐ cash Date request was prepared: _____

Prepared by: _____ Records were delivered: ☐ in person ☐ by mail ☐ by fax ☐ by e-mail